

CONNECTING WITH PURPOSE:
PREPARING FOR IMPORTANT CONVERSATIONS

USE THIS TEMPLATE TO ASSIST YOU IN GATHERING YOUR THOUGHTS PRIOR TO A BIG MEETING, PROJECT ANNOUNCEMENT OR CHANGE ANNOUNCEMENT.

MEETING DURATION:

TIME FOR YOU TO PRESENT:

TIME FOR OTHERS TO DISCUSS:

PURPOSE & KEY POINTS:

DATE:

OF PEOPLE:

WHAT WILL THEY VALUE MOST ABOUT THIS PROJECT/CHANGE PERSONALLY?

WHAT WILL THEY VALUE MOST ABOUT THIS PROJECT/CHANGE PROFESSIONALLY?

WHAT COULD MAKE THE INDIVIDUAL OR TEAM RESIST?

WHERE ARE WE AT IN THE PROCESS? WHAT DO YOU NEED FROM THEM RIGHT NOW?

HOW WILL THIS IMPACT THEM INDIVIDUALLY?

HOW WILL THIS IMPACT THE ORGANIZATION?

